University of Southern California Staff Assembly
General Assembly Meeting
Thursday, December 7, 2017
Michelson Center for Convergent Bioscience (MCB) Room 101 (UPC)

Present: Lali Acuna, Renee Almassizadeh, Tiffany Andalon, Gabe Badillo, Anthony Bailey, Kathleen Boeck, Aaron Brown, JaBari Brown, Delfina Candelaria, Jorge Castilla, Jeffrey De Caen, David Donovan, Sabrina Feeley, Felicia Felton, Lisa Gallegos, Jane Gollayan, Jennifer Hong, Sarah House, Teresita Jamanila, Erin Jebavy, Michelle Jones, Theodore Low, Jackie Mardirossian, Naomi Martinez, Lois Nishimoto, Carla Obnillas, David Robbins, Mary Trujillo, Sue Wiedem, Debbie Williams, Victoria Young, Amy Yung, Peter Zamar, Randy Zuniga


Call to Order:
President Jeffrey De Caen called the meeting to order at 9:10 am.

Host Speaker:
Alton Parks, Senior Project Manager, Capital Construction Management
Alton welcomed us to the space and shared some facts about the new building. Michelson is the largest single building on campus, and also the largest science building @ 190,000 sf. It is also the largest and one of the most technological buildings on campus, serving Dornsife, Viterbi, Keck, and others. Building design started in 2010; it was completely redesigned with labs on 3rd and 4th floors specifically laid out for researchers occupying those spaces (vs generic layouts). Convergent Bioscience means sharing the laboratories and spaces in conducting research on the human body. Majority of researchers were recruited to USC for the specific purpose of working in this new, shared space. Michelson is not a classroom building, it’s all research space. Three “core” labs that have specialized equipment available nowhere else: informatics lab, protein-peptide lab, and a drug research lab. Michelson is the center of the Convergent Bioscience initiative, with the motto “the Center feeds itself, and feeds others.”

December Staff Recognition Award:
Jeff introduced December awardee Julie Wright, Director of Development Communications, Dornsife College, and Jennifer Dunn Greenspan, Executive Director of Leadership Annual Giving Dornsife College and Constituent Relations, Dornsife College, who shared some of the kind things Julie’s nominators said about her. Jeff presented Julie with a certificate signed by the Presidents of the Staff Assembly, Staff Club, and University. Jeff then presented Julie with an award letter for one free month of parking, courtesy of USC Transportation, and shared that Julie will also receive a check in the amount of $100 on behalf of the USC Staff Club.

Approval of Minutes:
Vice President Gabe Badillo coordinated the approval of November’s General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by Renee Almassizadeh (seconded by Katie Boeck), the meeting minutes of November 2, 2017 were unanimously approved as corrected.
Associate Senior Vice President for Administration Report – Janis McEldowney
Janis was out of the country and unable to attend; no report was given.

Personnel Council Report – Awilda Bregand
Awilda reported on USC Open Enrollment, and said it’s been the most stressful in all her time at USC. USC has 19,369 benefits-eligible employees as of this morning, of whom 18,784 completed open enrollment, a staggeringly-good 97%. 132 people have not yet started (new employees who haven’t had a chance yet, or folks who don’t have healthcare through USC), 33 people who started but are still in progress (that’s the group they’re chasing down), and all CNA/NAHW union members, whose union benefits changed midway through and had to be reprogrammed in the system.

Staff Retirement Association (SRA)/Emeriti Center Report – Janette Brown
Janette reported that the SRA annual holiday breakfast is tomorrow morning at Town & Gown (sponsored by SRA, RFA, and Emeriti Center). She also reported that the SRA recently took a tour of the LA Times, and will be having a tour of the Asia-Pacific Museum soon. Check out their website at https://sra.usc.edu/. The Emeriti Center has hosted various educational classes recently, including one on Pharm-D, which was well-attended and showed participants how to save money. On Jan 5 there will be an open healthcare symposium at HSC; on Feb. 4th, there are free tickets to a play on campus being directed by the Dean of DA. Faculty and students will be doing workshops in March 13; SRA lunch on March 15th; March 31 spring musical west side story ($8 tickets). Finally, Janette solicited ideas for the Emeriti Center future programming; please email any ideas to her at jcbrown@usc.edu.

Committee Reports

Communications – Lali Acuna, Chair
Lali reported Fall/Winter Assembled Voice is being finalized, and will be distributed in December. Committee Chairs need to get your reports in!

Compensation and Benefits – Randy Zuniga, Committee Member
No updates.

Environment & Safety – Naomi Martinez, Chair
Naomi reported that her committee met last Tuesday; they will be looking at the expenses related to the recent UPC Campus Environment and Safety Fair and determining if they can do another one in Spring. They also finalized the language related to their committee. She will be forwarding USC’s sustainability report to Jeff for distribution to the Assembly.

Rights & Responsibilities – Angela Walker, Chair
Meeting scheduled for next Monday; no additional items to report.

Rules & Elections – Jorge Castilla, Committee Member
Jorge reported that their committee is finalizing dates for 2018 Staff Assembly nominations/elections.

Scholarship – JaBari Brown, Chair
JaBari reported that his committee is already preparing for the next scholarship cycle in 2018; applications will be posted online on 4/18/18, and will be due by 5/25/18, with awardees notified on 9/1/18. His committee has also developed a transition plan for future committees.
**Staff Appreciation Week – Felicia Felton, Chair**
Felicia reported she is a currently a committee of one; she met with Jeff to discuss partnerships with other departments and offices to help us appreciate staff while using fewer resources of the SA. They are still discussing reducing Staff Appreciation week down to one day, and working with Todd Dickey to possibly allow staff one day off. She is also working with Athletics for 50% off tickets for staff, and different plans for Trojan Family Weekend, as well as other ideas.

**Transportation – Ted Low, Chair**
Ted reported that there is no CRB meeting scheduled in December; the next committee meeting will be after the General Assembly Meeting in January. Ted said he still gets complaints about traffic, and vehicles not stopping at stop signs. Committee looking into having a commuter account benefit via Wage Works (Awilda looked into this years ago and USC determined not to do it; she will look into it again and get additional information).

**President’s Report – Jeffrey De Caen**
President De Caen reported on some of the activities in which he’s been involved in the past month, including:
- Spring 2018 Staff Assembly Calendar – Jeff went over the calendar and solicited input on proposed dates.
- Proposals for Speakers and/or Topics in 2018 – Jeff solicited speaker ideas for Spring 2018.
- Panel Members for President’s Award – Need two volunteers who have never served before – please email your name to Jeff if interested!
- Task Force on Workplace Standards and Employee Wellness – This committee is a little bit behind where they want to be; they will be sharing a final proposal to the committee tomorrow, with the intent of it being widely distributed in February. Jeff then led a discussion about the purpose and charges of the committee, and solicited feedback about workplace wellness issues from the Assembly.

**Next Meeting:**
Thursday, January 4, 2017 from 9:00 a.m.-10:30 a.m. Location: (TBD), University Park Campus

**Adjournment:**
A motion to adjourn was made by Katie Boeck and was seconded by Peter Zamar. The meeting adjourned at 10:34am.

Minutes submitted by Secretary David Donovan.